

Ansbach Spouses' & Civilians' Club BYLAWS



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Ansbach Spouses' & Civilians' Club

BYLAWS

ARTICLE I – Organization Name and Purpose

Section A. Declaration of Bylaws

The Executive Board hereby declares these Bylaws for the management of the “USAG Ansbach Spouses’ and Civilians’ Club, **Inc.**,” hereinafter referred to as ASCC, in accordance with the ASCC Constitution. The ASCC shall operate with the approval of the USAG Ansbach Garrison Commander, hereinafter referred to as the Approving Authority. This approval is contingent on compliance with the requirements and conditions of all Army regulations, specifically DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 600-20 (Army Command Policy), AR 600-29 (Fund-Raising within the Department of the Army), AR 210-22 (Private Organizations on Department of the Army Installations), AER 210-22 (Private Organizations and Fundraising Policy) and any USAG Ansbach Private Organization and Fundraising Policy.

ARTICLE II – General Provisions

Section A. Audit

Audit Procedures shall be conducted as follows:

1. Audits shall be performed in accordance with the USAG Ansbach Private Organization and Fundraising Policy.
 - a. No US Government auditing service shall conduct ASCC audits.
 - b. Audit reports and replies, if applicable, shall be maintained for four (4) inactive years, plus the current year.
 - c. An audit will be conducted on all ASCC accounts at the conclusion of the ASCC Board year and/or upon change of Treasurer, regardless of time elapsed since the last audit.
2. Audit Procedures shall be performed as follows:
 - a. All ASCC Officers and Standing Committee Chairs with accounts shall submit financial records to the Treasurer no later than 15 May.
 - b. The Treasurer shall gather all financial records and submit them to an independent auditor no later than 30 May.
 - c. Upon completion of the audit, the auditor shall send a written report to the ASCC.
 - d. The President shall present the audit report to the Executive Board members for review as soon as possible upon receipt of the audit report.
 - e. The President shall present the audit report to the Board at the first General Board meeting following receipt of the audit report.

- f. The President shall ensure a copy of the audit report is sent to the Approving Authority.
- g. If corrective action is required, the President shall ensure a corrective action reply is sent to the Approving Authority within thirty (30) days of receiving the audit report. Extensions may be granted.

ARTICLE III – Functions/Activities and Operating Procedures

Section A. Meetings

1. General membership meetings shall be held on a monthly basis, unless otherwise noted. Notification shall be made through the ASCC website and/or other media sources.
2. The membership shall be notified of any special general membership meetings. Notification shall include business to be transacted, date, time, and place of meeting.

ARTICLE IV – Membership

Section A. Guests

Persons eligible for membership in the ASCC, but who are not currently members, may attend ASCC functions paying a designated non-member price. Guests are not permitted to participate in member-only activities.

ARTICLE V – Officers and Governing Bodies

Section A. Executive Board

1. The Executive Board shall consist of:
 - a. Elected Officers to include: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Thrift Shop Liaison.
 - b. Honorary Presidents, Advisors, and Parliamentarian.
2. The Elected Officers' year shall commence effective 1 June.
3. The Executive Board's first order of business after installation is to approve the nominations of the Standing Committee Chairs as chosen by the President.
4. The Executive Board's responsibility shall be to discuss business and forward recommendations to the General Board for a vote.
5. The Executive Board shall be responsible for reviewing the proposed annual budget for administration prior to presentation to the General Board.
6. At the request of any member of the Executive Board, the President may call an emergency meeting of the Executive Board.

7. Any time a member of the Executive Board causes hardship, conflict, or fails to attend three (3) board meetings, the Executive Board can require the resignation of said member.
8. In the event of a vacancy of an elected office, except in the office of the President, the office shall be filled by appointment made by the President and approved by the General Board. If the presidency is vacated at any time, the 1st Vice President shall fill this position. In the event the 1st Vice President is unable or declines to serve; a nominee selected by the Executive Board, approved by the General Board, and elected by the general membership will fill the position.

Section B. General Board

1. The General Board operates and administers all ASCC activities. No General Board member shall be a paid employee of the ASCC. The General Board shall consist of:
 - a. Voting Members:
 - (1) The Executive Board
 - (2) Standing Committee Chairs
 - B. Non-voting Members:
 - (1) Honorary Presidents
 - (2) Advisors
 - (3) Parliamentarian
 - C. The President shall vote only in case of a tie.
2. The duties of the General Board shall be:
 - A. To coordinate and supervise all activities of the ASCC.
 - B. To direct collection and disbursement of ASCC monies and establish proper accounting procedures.
 - C. To initiate changes to the Constitution and Bylaws for the efficient and orderly operation of the ASCC.
 - D. To ensure that no program or activity shall be conducted by the ASCC that would prejudice or discredit the military service or other agencies of the United States government.
3. Voting policies:
 - A. Each elected member of the Executive Board shall have one (1) vote on the General Board with the exception of the President, who shall vote only in the case of a tie.
 - B. The Chair or Co-Chair of each Standing Committee shall have one (1) vote.
 - C. The Honorary Presidents, Advisors, and Parliamentarian shall have no vote.
 - D. One-half (1/2) of the voting members of the General Board and three (3) of the voting members of the

Executive Board must be present to constitute a quorum. A simple majority will constitute a valid vote.

E. There shall be no absentee voting, but written proxy votes are allowed. Written proxy votes do not count toward the quorum.

F. In an emergency, an email vote of the Executive Board and/or General Board may be conducted at the request of the President and with the advice of the Honorary Presidents and/or Advisor(s). The Parliamentarian shall conduct the vote. The process is as follows:

(1) A General Board member makes a motion to the President.

(2) The President notifies the Secretary, Honorary Presidents, and/or Advisor(s).

(3) The Secretary may second the motion, or the President may refer a member who would like to do so. In the latter case, the Secretary shall phone that person first to verify the second. The Secretary notifies the President that a valid motion is on the floor.

(4) The President notifies the Parliamentarian that an email vote is in order.

(5) The Parliamentarian emails the Executive Board members and/or General Board members and states the motion and that it was seconded. The Executive Board Member and/or General Board member is asked how he/she votes.

(6) One-half (1/2) of the voting members of the General Board and at least three (3) Executive Board members must respond in order to constitute a quorum. A simple majority will constitute a valid vote.

(7) The Parliamentarian then notifies the President and states that a quorum has been reached and gives the result of the vote to include the number in favor, number opposed, and number of abstentions.

(8) The President contacts the Secretary with the results of the vote.

(9) Secretary states the motion and the voting results at the next General Board meeting and includes the motion, the second, and the results of the vote in the minutes for that meeting.

4. At the request of any member of the General Board, the President may call an emergency meeting of the General Board.

5. Any time a member of the General Board causes hardship, conflict, or fails to attend three (3) board meetings, the Executive Board can require the resignation of said member.

ARTICLE VI – Duties of Officers

Section A. Honorary President and Advisors

1. The Honorary Presidents Shall:

A. Be invited to attend all regularly scheduled meetings of the General Board and the Executive Board.

B. Be invited to attend all special meetings of the General Board and/or committees they advise.

C. Serve in an advisory capacity as an ex-officio member of the Executive Board, the General Board and on all Special Committees they may advise, but have no voting privileges on these committees. The Honorary President and Advisors shall retain voting eligibility as a General Member of the ASCC in an open election or forum.

D. Give the Secretary a copy of the following no later than the April General Board meeting:

(1) After Action Report

(2) SOP/Job Description (See Appendix)

Section B. Elected Officers

1. Elected Officers (President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Thrift Store Liaison) shall:

A. Be elected by the general membership. Appointed Officers filling vacancies of Elected Officers shall adhere to the same guidelines as Elected Officers.

B. Be voting members of the Executive Board. The President shall vote only in case of a tie.

C. Be voting members of the General Board. The President shall vote only in case of a tie.

D. Be voting members of the general membership.

E. Be responsible to the President, Executive Board, General Board, and the general membership. The President shall be responsible to the Executive Board, General Board, and the general membership.

F. Arrange with the Volunteer Coordinator to complete at least two (4) mandatory hours of volunteer time at the ASCC Community Thrift Shop per month. If unable to complete a month's volunteer hours as originally scheduled, Officers are responsible for contacting the Volunteer Coordinator to schedule make-up volunteer hours. Officers who fail to complete or make-up their Thrift Shop volunteer hours for three (3) months shall be reported to the President, and the Executive Board can require the resignation of said Officer.

G. In the case that an Officer conducts an event, s/he will submit an AAR no later than 14 days or at the next General Board meeting (whichever is greater) to the Secretary, unless for an event for which the Officer was required to submit a Fundraising Request. In that case:

(1) Completed fundraising event AARs will be submitted by the requesting Officer to the President and Secretary no later than eight (8) business days following event.

(2) Completed fundraising event AARs will be forwarded by President or Secretary to Approving Authority no later than ten (10) business days, or other amount of days specified by Approving Authority, following event.

H. Provide a written/emailed monthly report to the President and Secretary.

I. Review and revise SOP/Job Description, subject to General Board approval.

J. Maintain a file containing the following items for submission to successor:

- (1) SOP/Job Description
- (2) Monthly reports (Includes financial statements and reports, if applicable.)
- (3) Minutes (1 inactive year plus current year)
- (4) After Action Report (1 inactive year plus current year)
- (5) Most current Constitution and Bylaws
- (6) DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 210-22 (Private Organizations on Department of the Army Installations), and USAG Ansbach Private Organization and Fundraising Policy.

K. Give Secretary a copy of the following no later than the April General Board meeting:

- (1) After Action Report
- (2) SOP/Job Description (See Appendix)

2. The President shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

- (1) Official:
 - (a) Appoint the Parliamentarian and all Standing Committee Chairs, subject to approval of the Executive Board.
 - (b) Preside at Executive Board, General Board, and general membership meetings.
 - (c) Preside at the joint meeting of the newly elected Officers and outgoing Officers at the regular meeting of the General Board in May.
 - (d) Oversee responsibilities of the 1st and 2nd Vice Presidents, Secretary, Treasurer, and Parliamentarian.
- (2) Financial:
 - (a) Be the custodian of all ASCC Operating and Community Grants checking and savings accounts. Ensure that appropriate persons are authorized signatories on the ASCC accounts.
 - (b) Have authority to sign checks in the absence of the ASCC Treasurer. Co-sign with Treasurer checks exceeding five hundred dollars (\$500.00).
 - (c) Be responsible for General Board appreciation gift, using the established budget.
 - (d) Ensure that an audit is performed in accordance with ASCC Audit Procedures (See Article II, Section A.).

(3) Committee:

- (a) Be an ex officio member of all committees, with the exception of the Nominations and Election Committee.
- (b) Approve all committee members, with the exception of the Nominations and Election Committee members.
- (c) Be a member of the Budget Committee.
- (d) Be a member of the Constitution and Bylaws Committee.
- (e) Appoint special committees and representatives of the ASCC to community activities.
- (f) Monitor the activities of the following committees: Bazaar, Welfare, and Scholarship.

(4) Publicity: Provide monthly information, in writing, to the Webmaster, as needed.

(5) Administrative:

- (a) Request approval from Approving Authority and sign memoranda of agreement for major fundraisers.
- (b) Approve and sign appropriate contracts for the ASCC.
- (c) Direct an orderly and complete transition to the succeeding board.
- (d) Annually request approval from Approving Authority to operate as a Private Organization.

3. The 1st Vice President shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Perform the duties of the President in his or her absence and fulfill the term should the position be vacated.

(b) Act as Programs coordinator:

(1) Coordinate the details of each function with the catering manager of the designated event location to include reservations and invitations and obtaining a signed contract.

(2) Be responsible for the details of each function to include menu, price, linen colors, and table decorations.

(3) Be responsible for purchasing speaker and/or guest gifts for ASCC functions.

(4) Coordinate details of each function with the President, Treasurer, Publicity Chair, and Ways and Means Chair. Provide information to the Webmaster.

(5) Send "thank you" notes to speakers/presenters.

(6) Review luncheon meeting bills from the event location for accuracy. Correct with the catering staff, if necessary, and turn over to the ASCC Treasurer for payment.

(7) Propose a tentative Program schedule for the current year and submit it to the General Board for approval no later than the August General Board meeting.

(8) Coordinate, publicize, and introduce the Programs for the monthly functions.

(c) Be a member of the Budget Committee.

(d) Serve as Parliamentarian in the absence of the Parliamentarian.

(2) Financial

(a) Be responsible for the President's appreciation gift, using the established budget.

4. The 2nd Vice President (Welfare) shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Assist the ASCC President as needed.

(b) Chair the Welfare Committee, with the consensus of the President, consisting of the following members:

(1) Treasurer (non-voting member).

(2) No less than two (2) members of the ASCC General Board.

(3) No less than three (3) ASCC members who are not paid employees of the ASCC or a General Board member. A quorum consists of one half (1/2) of the voting members to establish a meeting.

(4) One Honorary Advisor

(c) The Welfare Chair will assign one member the additional duty of Welfare Committee Secretary.

(d) Voting:

(1) A valid Committee vote consists of a simple majority.

(2) The Welfare Chair shall only vote in case of a Committee tie.

(3) A Vote by the Welfare Committee to grant Welfare requests of \$1001.00 or more will be presented to the ASCC General Board for approval.

(2) Committee:

(a) Be a member of the Budget Committee.

(b) Monitor and coordinate with the President activities of the Standing Committees.

5. The Secretary shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Keep accurate records of General Board or special (Executive Board, Budget and general membership) meeting minutes, provide copies, and make the minutes available to the general membership.

(b) Submit copies of each month's board minutes to all members of the General Board within ten (10) working days after each meeting.

(c) Provide a copy of General Board meeting and general membership meeting minutes to any member upon request.

(d) Be responsible for:

(1) Collecting and distributing mail to general members.

(2) Ordering necessary office supplies.

(3) Handling correspondence for President upon request.

(4) In the event of an email vote, recording the votes as reported by the Parliamentarian.

(2) Committee:

(a) Be a member of the Budget Committee.

(b) Be a member of the Constitution and Bylaws Committee.

(3) Administrative:

(a) Forward approved General Board meeting minutes and general membership meeting minutes to the Approving Authority on a monthly basis.

(b) Forward a copy of the following financial reports to the Approving Authority on a monthly basis: General Fund report, Welfare Fund report, and the Thrift Shop account report.

(c) Maintain the ASCC Policy and Precedents file and maintain a back-up of files in a separate location. Documents shall be maintained for four (4) inactive years plus current year (5 years total). These shall include:

(1) Constitution, Bylaws, and Amendments

(2) Copy of Authorization to Operate

(3) Financial statements, reports, and/or ledgers with supporting documentation

(4) Copy of inventory of all fixed assets

(5) Audit reports

(6) Meeting minutes

(7) Copies of insurance policies

(8) Copies of contracts

(9) All documentation necessary for proper function of the ASCC

(10) Copies of committee policy statements, contracts, and After Action Reports

(11) General Board SOP/Job Descriptions

(12) DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 600- 20 (Army Command Policy), AR 600-29 (Fund-Raising within the Department of the Army), AR 210-22 (Private Organizations on Department of Army Installations), and USAG Ansbach Private Organization and Fundraising Policy.

(d) Store all committee records in the ASCC Property Room for committees that have recessed.

(e) Collect all After Action Reports and SOP/Job Descriptions from General Board and committee members no later than the April board meeting. These documents shall be reviewed by the President and filed in the Policy and Precedents file.

(f) Maintain an accurate guest list for each function requiring an RSVP.

6. The Treasurer shall have the following duties

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Ensure that all accounting procedures are done in accordance with the USAG Ansbach Private

Organizations and Fundraising Policy.

(b) Ensure that all financial accounts follow proper accounting procedures. Ensure all expenditures are limited to those required to support the mission and activities listed in the Constitution, and ensure petty cash is not used.

(c) Maintain a current and accurate SOP/Job Description for respective accounts as a reference and for audit purposes.

(2) Administrative:

(a) Collecting charges for ASCC general membership meetings and special events.

(b) Ensure that members who make reservations for ASCC activities are held responsible for payment. In the event that members fail to cancel reservations by the deadline or fail to show up at the event, the Treasurer is responsible for collecting all appropriate charges. Members are responsible for reservations of guests.

(c) Deposit all monies into the ASCC bank account immediately upon receipt.

(d) Sign checks and pay all bills/disbursements within thirty (30) days, as approved in respective budget and as authorized by applicable committee, the General Board, or the general membership.

(e) Co-sign with President all checks exceeding five hundred dollars (\$500.00).

(f) Maintain a valid signature card for the ASCC bank account.

(g) Reconcile respective financial accounts on a monthly basis.

(h) Submit a monthly financial report in writing to the General Board for approval. Provide three (3) copies to the Secretary for Approving Authority and Policy and Precedents file.

(i) Prepare the annual budget for the board year (1 June to 31 May) for ASCC bank account. Present a proposed budget to the Budget Committee for review by April 1.

(j) The outgoing Treasurer will present a proposed budget to the outgoing General Board no later than the May meeting for submission with Budget Committee recommendations to the newly appointed General Board.

(k) Maintain a current and accurate budget report with financial records.

(l) Submit respective financial records for audit in accordance with Audit Procedures and provide the audit report to the President and Secretary.

(m) Sign checks required for payment of non-budgeted expenditures.

(1) Amounts up to one hundred dollars (\$100.00) require approval of the President.

(2) Amounts over one hundred dollars and one cent (\$100.01) and up to one thousand five hundred dollars (\$1500.00) require approval of the President and the General Board.

(3) Amounts over one thousand five hundred dollars and one cent (\$1500.01) require approval of the President, the General Board, and the general membership.

(n) With the President, ensure the bonding of appropriate ASCC Officers and Standing Committee members is accomplished in accordance with the USAG Ansbach Private Organizations and Fundraising Policy and with Article XI of these Bylaws.

(o) Collect financial documents from all financial sources for audit in accordance with Audit Procedures.

(p) Serve as Chair of the January and April Budget Committee meetings.

(q) Perform collection duties on insufficient funds checks.

(r) Ensure the following startup funds for the Incoming Board: The ASCC bank must have a minimum of five thousand dollars (\$5,000.00).

7. Thrift Shop Liaison

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

- A. Have working knowledge of all ASCC Community Thrift Shop operations, policies, SOP, as they have been approved by the General Board; of the ASCC Constitution and Bylaws; of AER 210-22 in conjunction with AR 210-22 and DODI 1000.15; and of decisions made by the ASCC Community Thrift Shop Committee.
- B. Act as Liaison between the ASCC Thrift Shop manager and the President. Be responsible for regular communication with the ASCC Thrift Shop manager about Thrift Shop daily operations, performance, objectives, developments, and issues. Be responsible for relaying this information regularly and in a timely manner to the President and the Thrift Store Committee.
- C. Work with the Thrift Shop manager to schedule designated sort days at the Thrift Shop each month, with the approval of the Thrift Shop Committee.
- D. Work with the Volunteer Coordinator to ensure that every Executive and General Board member signs up for and completes two (4) mandatory volunteer hours at the ASCC Thrift Shop per month.
- E. Monitor the total wages paid for Community Thrift Shop employees to ensure they do not exceed 20 percent (20%) of the Thrift Shop's gross income and shall exclude consignment payment amounts. . Income and revenue may be measured monthly or yearly for the purpose of this limitation.
- F. Serve on the Budget Committee as a representative of the ASCC Community Thrift Shop Committee.
- G. Work with the President to arrange an audit of the ASCC Community Thrift Shop books annually. Submit a copy to the Approving Authority and the ASCC General Board.
- H. Present a copy of the ASCC Community Thrift Shop monthly financial reports to the General Board.

- I. Work with the President to ensure procurement of position schedule bonds for the thrift shop liaison, manager, cashier(s), and any other employees of ASCC Community Thrift Shop who have access to total cash on hand, more than \$500.00. Assist ASCC Community Thrift Shop manager to interview and hire employees for approved Thrift Shop positions with the approval of the ASCC Community Thrift Shop Committee and with the ASCC General Board. Assist the manager in hire or terminate decisions following employees' probationary period with the approval of the Thrift Shop Committee.
- J. The Thrift Shop Liaison will serve on the ASCC Community Thrift Shop Committee. Membership of the Committee will consist of:
 - (a) ASCC Community Thrift Shop manager (chair, non-voting)
 - (b) Thrift Shop Liaison (voting)
 - (c) ASCC President (non-voting, unless in case of a tie)
 - (d) Two volunteers from the ASCC General Membership (voting)
 - (e) One ASCC Community Thrift Shop Advisor (voting)

Section C. Appointed Officers

1. The Parliamentarian shall:
 - A. Be appointed by the President upon approval of the Executive Board.
 - B. Be a non-voting member of the Executive Board.
 - C. Be a non-voting member of the General Board.
 - D. Be responsible to the President, Executive Board, General Board, and the general membership.
 - E. Advise the President, General Board, and committees on matters of parliamentary procedure.
 - F. Be the parliamentary authority on all procedures to ensure orderly conduct as outlined in Robert's Rules of Order, Revised 11th Edition. As a non-voting member, the Parliamentarian shall attend all General Board and special (Executive Board, Budget, and general membership) meetings of the ASCC.
 - G. At the President's request, take an email vote of the General Board and report the results to the Secretary.
 - H. Chair the committee that reviews the Constitution and Bylaws biennially, to be convened by 1 February. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority.
 - I. Be responsible for typing and reproducing the ASCC Constitution and Bylaws for distribution to members of the General Board. The Constitution and Bylaws should be made available to the general membership. The Parliamentarian shall provide a copy of the Constitution and Bylaws to members upon request.
 - J. Serve as the Chair of the Nominations and Elections Committee and member of the Budget Committee.

K. Preside over elections in April, in accordance with Article VII of the Constitution.

L. Arrange with the Volunteer Coordinator to complete at least two (4) mandatory hours of volunteer time at the ASCC Community Thrift Shop per month. If unable to complete a month's volunteer hours as originally scheduled, the Parliamentarian is responsible for contacting the Volunteer Coordinator to schedule make-up volunteer hours. If the Parliamentarian fails to complete or make-up his/her Thrift Shop volunteer hours for three (3) months, s/he shall be reported to the President, who may require the resignation of the Parliamentarian.

M. Review and revise SOP/Job Description, subject to General Board approval.

N. Maintain a file containing the following items for submission to successor:

(1) SOP/Job Description

(2) Monthly reports

(3) Minutes (1 inactive year plus current year)

(4) After Action Report (1 inactive year plus current year)

(5) Constitution and Bylaws

(6) DoDI 1000.15 and USAG Ansbach Private Organizations and Fundraising Policy

(7) Roberts Rules of Order 11th Edition

O. Give Secretary a copy of the following no later than the May General Board meeting:

(1) After Action Report

(2) SOP/Job Description

ARTICLE VII – Elections and Voting

Section A. The GENERAL BOARD

1. Voting policies:

A. Each elected member of the Executive Board shall have one (1) vote on the General Board, with the exception of the President, who shall vote only in the case of a tie.

B. The Chair or Co-Chair of each Standing Committee shall have one (1) vote.

C. The Honorary President, Advisors, and Parliamentarian shall have no vote.

D. One-half (1/2) of the voting members must be present to constitute a quorum. A simple majority will

constitute a valid vote.

E. There shall be no absentee voting, but written proxy voting is allowed. Written proxy votes do not count toward the quorum.

F. In an emergency, an email vote of the General Board may be conducted at the request of the President. At least one-half (1/2) of the voting members must respond in order to constitute a quorum. A simple majority will constitute a valid vote.

ARTICLE VIII – Standing Committee Chairs

Section A. Standing Committee Chairs shall:

1. Be appointed by the President upon approval of the Executive Board. Vacancies shall be filled in the same manner.
2. Be voting members of the General Board. Only one (1) vote is allowed per Standing Committee.
3. Be responsible to the President, Executive Board, General Board, and general membership.
4. Submit, in writing to the President, a proposed list of committee members.
5. Provide monthly information as needed, in writing, to the Webmaster.
6. Standing Committee chairs will complete (4) mandatory hours volunteer time at the ASCC Community Thrift Shop per month. If unable to complete a month's volunteer hours as originally scheduled, Chairs are responsible for contacting the Volunteer Coordinator to schedule make-up volunteer hours. Chairs who fail to complete or make-up their Thrift Shop volunteer hours for three (3) months shall be reported to the President, and the Executive Board can require the resignation of said Officer.
7. Submit monthly reports to the General Board.
8. Review and revise Committee SOP/Job Description(s), subject to General Board approval.
9. Maintain a file containing the following items for submission to successor:
 - A. SOP/Job Description(s)
 - B. Monthly reports (Includes financial statements and reports, for those to whom it applies)
 - C. Minutes (1 inactive year plus current year)
 - D. After Action Reports
 - E. Constitution and Bylaws
10. When a Chaired event occurs, submit an AAR no later than 14 days or at the next General Board meeting (whichever is greater) to the Secretary, unless for an event for which the Chair was required to submit a Fundraising Request. In that case:

A. Completed fundraising event AARs will be submitted by the requesting Chair to the President and Secretary no later than eight (8) business days following event.

B. Completed fundraising event AARs will be forwarded by President or Secretary to Approving Authority no later than ten (10) business days, or other amount of days specified by Approving Authority, following event.

11. Give Secretary a copy of the following no later than the April General Board meeting:

A. After Action Report

B. SOP/Job Description(s) (See Appendix)

Section B. The Bazaar Chair, or replacement event chair, shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

A. Assume position following appointment by the President and approval of the Executive Board.

B. Coordinate with the USAG Ansbach Garrison and the ASCC President to modify/amend contract for the Bazaar.

C. Coordinate with ASCC President to sign a contract for the Bazaar with the management at the location of the Bazaar.

D. Responsibilities as Bazaar Chair include:

(1) Appoint a Bazaar Committee, with the consensus of the President. Committee members may not be paid employees of ASCC and must be ASCC members. The Bazaar Committee members include, but are not limited to, the following listed positions:

(a) Publicity Chair

(b) Hangar Manager

(c) Hospitality Chair

(d) Vendors Chair

(e) Volunteer Coordinator

(f) Opportunities (Bonanza)/Volunteer Appreciation Chair

(g) Food Vendors Chair

(h) Hangar Supplies Chair

(i) Opening Ceremony Chair

(j) Decorations Chair

(k) Crafter Chair

(l) Secretary

(m) Historian

(n) Finance Chair

(o) Entertainment Chair

*Was not used at 2015 Near & Far Spring Bazaar---TAKE THIS OUT!!

(2) Present a proposed Bazaar budget to the Budget Committee for review at the July, January, and April Budget Committee meetings.

(3) In cooperation with the Vendors Chair, select and present a list of vendors to the USAG Ansbach Garrison representative for approval.

(4) Coordinate Bazaar activities with all Community Activities.

E. Maintain copies of the USAG Ansbach Private Organizations and Fundraising Policy.

F. Give to successor and Secretary in writing:

(1) After Action Report within thirty (30) days of the Bazaar.

(2) SOP/Job Description no later than the April General Board meeting.

Section C. Operation Holiday Chairperson will have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

A. Plan, coordinate, and execute all aspects of Operation Holiday.

B. Prepare and submit all necessary fundraiser requests to Unit/Private Organizations, USAG Ansbach.

C. Ensure that Operation Holiday fundraising activities comply with AER 210-22, in conjunction with AR 210-22 and DoDI 1000.15.

D. Present plans for fundraisers to the General Board for approval.

E. Appoint and supervise the necessary committees relating to the management of Operation Holiday.

F. Provide reports to the General Board each month on the status of fundraising activities.

G. Prepare Operation Holiday nomination forms and packets and arrange for their distribution to the

military units. Maintain an accurate list of points of contact for each unit.

H. Update nomination form as needed. Meet with each Unit POC to ensure guidelines are being followed for nomination to include anonymity and include all represented Units in USAG Ansbach. Keep all nominations private and be sure nominations are received in a timely manner. Coordinate all the details of the Operation Holiday event to include but not limited to: décor, a drop box, and volunteers/committee members.

I. Work with the Treasurer to ensure that income derived from donations and fundraising activities are deposited and disbursed in accordance with the purpose of the Operation Holiday budget and the Welfare Fund.

J. Fund amount for Operation Holiday will be set each year by the ACC Budget Meeting.

Section D: The Historian Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Communicate with the 1st Vice President on all ACC events to ensure photos are being taken.
 - B. Keep photos on a thumb drive, disc, etc. to ensure photos from each board year are saved.
 - C. Ensure that a current General Board photograph is taken and maintained with ASCC records.
 - D. Ensure photos are given to the social media and webmaster chair for publicity.

Section E. The Membership Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Coordinate with the 1st Vice President on welcoming members into the ASCC.
 - B. Monitor membership applications to determine active, associate, or honorary status in accordance with the ASCC Constitution.
 - C. Ensure the number of associate and honorary members does not exceed the limits established by the ASCC Constitution. Coordinate percentages with the Parliamentarian for voting procedures and submit at monthly General Board meetings.
 - D. Present membership applications as necessary to the General Board for associate and honorary membership.
 - E. Ensure that the ASCC Constitution and Bylaws are available to all members.
 - F. Review and update membership application forms.
 - G. Review and update Membership Directory and have it finalized for distribution at the November

general membership meeting.

H. Prepare, distribute, and keep permanent nametags and membership cards for membership.

I. Coordinate with the Treasurer monies received from membership.

Section F. The Publicity Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

A. Appoint a Publicity Committee, as needed, with the consensus of the President, with the following responsibilities:

(1) Publicizing all ASCC activities after coordinating with the appropriate General Board members and with the approval of the President and ensuing Operation and Security (OpSec) guidelines are followed.

(2) Said activities shall be publicized through multiple media sources in a timely manner with the approval of the President.

B. Ensure that all copying and mailing is in accordance with the USAG Ansbach Private Organizations and Fundraising Policy.

Section G. The Webmaster and Social Media Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

A. Appoint a Social Media Committee, as needed, with the consensus of the President, with the following responsibilities:

(1) Maintain and update the ASCC website after coordinating with the appropriate General Board members and with the approval of the President.

(2) Maintain ASCC's social media sources, to include Facebook, flyers, and the creation/update of ASCC event photo albums.

B. Ensure that all materials posted online are appropriate and in accordance with the ASCC mission and the USAG Ansbach Private Organizations and Fundraising Policy and OPSEC guidelines are followed.

Section H. The Scholarship Awards Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

A. Appoint a Scholarship Committee with the consensus of the President, consisting of at least five (5) ASCC members who are not paid employees of the ASCC, or have a family member, relative, or

someone who resides with them that is eligible for a scholarship. The ASCC members on this committee should represent community demographics such as Garrison, Ansbach Middle/High School, and ASCC members-at-large.

B. Present a clearly defined proposed scholarship awards criteria and method of application assessment to the General Board for approval no later than the October General Board meeting.

C. Present the proposed distribution of Scholarship monies to the General Board for approval no later than the April General Board meeting.

D. Maintain copies of the USAG Ansbach Private Organization and Fundraising Policy.

3. The Scholarship Awards Committee shall have the following duties:

A. Review the scholarship awards criteria and method of application assessment. Propose recommendations to the Scholarship Awards Chair for approval by the General Board.

B. Ensure that publicity, applications, and criteria with application deadlines are ready for distribution to the community-at-large by mid-December.

C. Prepare the proposed distribution of Scholarship Awards monies for presentation at the April General Board meeting for approval.

D. Announce list of scholarship recipients to the general membership at the May general membership meeting.

E. Send out notification letters to those individuals who applied but did not receive a scholarship.

Section I. The Ways and Means Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

A. Appoint a Ways and Means Committee, as needed, with the consensus of the President, responsible for conducting Ways and Means sales activities at designated ASCC functions.

B. Maintain Ways and Means inventory, to be presented at each board meeting.

C. Ensure that Ways and Means is self-sustaining.

D. Transfer all Ways and Means monies to the Treasurer within five (5) business days following a sales activity.

E. Provide budget requirements to the Treasurer for submission to the Budget Committee.

F. Provide a proposed inventory for approval to the General Board by the July General Board meeting.

G. Coordinate with the 1st Vice President about whether the monthly Program will need opportunity prizes and, if so, be responsible for obtaining the opportunity prizes.

H. Submit financial records, to include a physical inventory count, for the audit in accordance with Audit Procedures. The inventory count shall be conducted with the Treasurer and/or the President.

I. Maintain copies of DODI 1000.15 and the USAG Ansbach Private Organizations and Fundraising Policy.

Section J. The Volunteer Chairperson will:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Act as an Organizational Point of Contact (OPOC) for ASCC
 - B. Complete VMIS training classes as provided by USAG Ansbach AVCC.
 - C. Encourage the registration of volunteers on www.myarmyoncesource.com. If a volunteer should be unable to register in VMIS, the Volunteer Chair will assist the volunteer in recording their hours.
 - D. Solicit, organize, and manage an ASCC volunteer corps to perform the service activities of ASCC.
 - E. Work with Thrift Shop Liaison to ensure that every Executive and General Board member signs up for and completes two (2) mandatory volunteer hours at the ASCC Thrift Shop per month. Serve as point of contact for make-up volunteer hours for those Executive and General Board members who cannot complete their month's volunteer hours as originally scheduled. Report to President any Executive or General Board member who fails to complete or make-up their Thrift Shop volunteer hours for three (3) months.
 - F. Work with the President to nominate volunteers for the annual volunteer recognition ceremony through the USAG Ansbach Army Volunteer Corps Coordinator (AVCC).
 - G. Review and edit/update, if necessary, all posted volunteer job descriptions.
 - H. Submit on a monthly basis all volunteer hours to the President with written monthly report.

Section K. The Constitution and Bylaws Committee shall:

1. Be chaired by the Parliamentarian
2. Include the following:
 - A. Honorary Presidents
 - B. President
 - C. Secretary
 - D. The Parliamentarian, with the President's approval, appoints remaining members.

3. Review the Constitution and Bylaws biennially by 1 February, in accordance with Article III, Section C, of the Constitution, and present their conclusions to the General Board for approval.
4. Present revisions and/or amendments to the Constitution. The general membership should have these in writing one month prior to the approval vote with the vote taking place no later than the April function.
5. Ensure that revisions and/or amendments to the Bylaws are approved by the General Board in accordance with Article III, Section D, of the Constitution. Upon approval by the General Board, the Bylaws shall be adopted, amended, or repealed by a two-thirds (2/3) majority of members present at a general membership meeting, provided that proposed changes be announced to the membership at a previous general membership meeting or by club-sponsored media.
6. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority by the Parliamentarian.
7. Upon completion of the Constitution and Bylaws review, this committee is dissolved.

Section M. The Nominations and Elections Committee:

1. The Nominations and Elections Committee shall:

A. Be Chaired by the Parliamentarian.

B. Convene no later than 1 February.

C. Include the Honorary President(s), the Parliamentarian, and at least three (3) ASCC members in good standing who represent community demographics. The Honorary President(s) and Parliamentarian shall serve as non-voting members. The President may not serve on this committee, nor shall s/he be required to approve the committee members.

D. Coordinate publicity of the elections process and selection of nominees with the Publicity Chair.

E. Present the Slate of Officers to the General Board at the March meeting.

F. Submit a Slate of Officers at the March general membership meeting; the Slate should also be made known to the membership through the ASCC official website.

G. Accept nominations from the floor at the March general membership meeting.

H. Consent of the nominee must be received prior to nomination.

I. Ensure the following conditions are met:

(1) No member of the committee shall run for elected office.

(2) In the event a committee member elects to run, s/he shall remove him/herself from the committee.

(3) Slate of Officers shall come from the existing ASCC membership.

(4) Elections are held in accordance with Article VII of the Constitution at the April general membership meeting.

- (5) If a single Slate is presented, a voice vote may be taken. If a multiple Slate is presented, elections shall be by secret ballot.
- (6) The Parliamentarian shall provide ballots and handle the procedure for ballot voting.
- (7) There shall be no absentee or proxy voting.
- (8) All nominees require a majority vote (one more than 1/2 of votes cast) to be elected.
- (9) The new Officers shall be installed at the May general membership meeting for a term of one year (1 June – 31 May).
- (10) Upon completion of the elections, this committee is dissolved.

Section N. Other Committees and Temporary Positions

The President, with approval of the Executive Board, may appoint other committees. This shall include any temporary committee or position. The Executive Board shall determine their duties and term of office; they shall have no vote on the General Board.

ARTICLE IX - Finances

Section A. Revenue

Revenue shall consist of monies received as dues and derived from donations and approved fundraising activities of the ASCC.

Section B. Annual Dues

1. Each ASCC Board Year is from 1 June until 31 May.
2. The dues for Active and Associate members who join between 1 June and 31 December shall be twenty dollars (\$20) for single membership and thirty dollars (\$30) for families, payable in full at the time of registration.
3. The dues for Active and Associate members who join between 1 January and 31 May shall be ten (\$10) dollars for single membership and twenty dollars (\$20) for families, payable in full at the time of registration.
4. Dues will not be increased or decreased by more than 20% without the approval of the general membership.
5. Dues are not refundable.

Section C. Reservations

1. A reservation for an ASCC function constitutes an agreement to pay the cost of the function either in cash or check on the day of the function. Failure to comply with this requirement shall result in a suspension of reservation privileges for future functions, until the outstanding balance is paid in full.

Section D. Budgets

1. The annual budgets for the ASCC bank account will be prepared by a committee composed of the following members: President, 1st Vice President, 2nd Vice President, the Treasurer, Ways and Means Chairperson, ASCC Community Thrift Shop Liaison, and any advisors as deemed necessary by the Honorary President.

A. The Budget shall be presented to the General Board for consideration and approval no later than 31 April, and to the general membership for approval in May.

B. Comparative budget revisions shall be submitted for approval in the same manner in January to the General Board and February to the general membership.

Section E. Bank Accounts

1. The ASCC will maintain two (2) ACC bank accounts as follows:

A. ASCC bank account

B. ASCC Community Thrift Shop Account

2. All monies will be deposited wherein and administered in accordance with the ASCC Constitution and Bylaws and AER 210-22, in conjunction with AR 210-22 and DODI 1000.15.

3. The primary account custodian for each account is the ACC President. The Primary Signers on each account are as follows:

A. ASCC bank account: Treasurer is primary signer.

B. ASCC Community Thrift Shop Account: The primary signers on this account are the Thrift Shop manager and Liaison.

4. Adequate accounting records will be maintained by the Treasurer and ASCC Thrift Shop bookkeeper to reflect assets, liabilities, net worth, and financial transactions of the ASCC in accordance with AER 210-22, in conjunction with AR 210-22 and DoDI 1000.15. These records should include a single-entry ledger recording the financial transactions of the organization, a checkbook, monthly Treasurer and Thrift Shop account reports, and monthly account balances. The monthly Treasurer and Thrift Shop account reports will be submitted to the DCA/Financial Management Division.

Section F. Audits

1. Both ACC accounts will be subject to audit annually and/or upon change of the Treasurer. Such audits are at the expense of each account. Audit procedures will be in accordance with AER 210-22, in conjunction with AR 210-22 and DODI 1000.15. All audits will be performed by a certified auditor.

Section G. Insurance

1. When any Officer or member of the ASCC or any employee of any of the above accounts has access to total cash on hand, in bank, and/or salable merchandise exceeding \$500.00, the club will purchase fidelity insurance.

Section H. Liability Coverage

1. The ASCC will maintain liability coverage in the amount of \$25,000.00.

ARTICLE X – Funding Sources

Section A. Income

1. Dues:

A. The annual dues to active and associate members from 1 June until 31 May shall be at the discretion of the General Board.

B. If an eligible person joins in January or later, the dues shall be one-half (1/2) of the designated amount, as is reflected in Article IX, Section B of these Bylaws.

C. Dues will not be increased or decreased by more than 20% without the approval of the general membership.

D. Dues are not refundable.

2. Fundraising activities:

A. All fundraising (e.g. Spring Bazaar) shall be conducted in accordance with the USAG Ansbach Private Organizations and Fundraising Policy, and approved by the Approving Authority and the General Board.

B. Completed fundraising event AARs will be submitted by the requesting Chair to the President and Secretary no later than eight (8) business days following event.

C. Completed fundraising event AARs will be forwarded by President or Secretary to Approving Authority no later than ten (10) business days, or other amount of days specified by Approving Authority, following event.

Section B. Expenditures

1. Expenditures shall be limited to those required to support ASCC's mission and activities as listed in the Constitution.

2. Expenditure Types

A. Expenditures will be categorized and disbursed in accordance with the USAG Ansbach Private Organizations and Fundraising Policy.

B. Expenses shall not exceed income.

C. ASCC shall categorize all expenditures as either non-discretionary expenses or discretionary expenses in the form of an annual budget with line item amounts approved by the General Board and the general membership.

3. Petty cash will not be used.

Section C. Financial Control

ASCC shall maintain and record all assets, liabilities, net worth, and financial transactions in accordance with the USAG Ansbach Private Organizations and Fundraising Policy, in the form of a General Ledger using generally accepted accounting procedures.

ARTICLE XI – Insurance Coverage

Section A. ASCC Bonding

Fidelity bonding will be purchased by the ASCC for members or employees handling monthly cash flow exceeding \$500.00 (Bonding will be equal to the normal maximum amount of cash handled.) (AR 210-22).

Section B. ASCC Liability Insurance

Liability insurance shall be maintained by this Private Organization and shall be adjusted as needed.

ARTICLE XII – Meetings and Quorums

Article XII of the ASCC Constitution is incorporated by reference into this Article for all purposes.

ARTICLE XIII - POLICY AND PRECEDENTS FILE

The Policy and Precedents file of the ACSS must contain:

1. Current Constitution and Bylaws
2. Official DOD Instructions, Army Regulations, and Policy Letters
 - a. DODi 1000.15
 - b. AR 210-22 Private Organizations on Department of the Army Installations
 - c. AER 210-22
 - d. AR 600-29 Fundraising within Department of the Army
 - e. USAG Ansbach Private Organizations and Fundraising Policy
 - f. Robert's Rules of Order Newly Revised 11th Edition
3. Approved ASCC policies, guidelines, and SOPs
 - a. Reservation Policy
 - b. Community Grants/Welfare Policy
 - c. Vendor Policy

- d. Publicity SOP
 - e. Ways and Means SOP
 - f. Scholarship SOP
 - g. ASCC Thrift Shop SOP
 - h. Welfare SOP
4. Insurance and Tax Forms
 - a. Statement of Insurance and Liability
 - b. Certificates of Bonding
 - c. Tax Returns
 - d. Tax Exempt Certificate
 - e. Any correspondence from the US Treasurer regarding ASCC tax status
 5. Volunteer Service Records
 - a. DD 2793
 - b. Volunteer Position Descriptions
 - c. Volunteer award nominations
 - d. Monthly report of Volunteer Activity
 6. Meeting Minutes, to include Financial Statements and Reports
 7. Rosters
 - a. Honorary Members
 - b. Membership rosters for current and previous year only; thereafter, only a roster of the General Board shall be kept and all previous roster information shall be destroyed; however, a numerical count will be maintained.
 8. Inventory of Assets
 9. Memoranda of Agreements and Letters of Approval
 - a. Approval to operate as a PO on USAG Ansbach
 - b. Approval to conduct fundraisers
 10. After Action Reports and Continuity Binders going back 7 years.

ARTICLE XIV – ADOPTION

Section A. These Bylaws shall become effective upon adoption in a duly constituted regular or special meeting of the General Board during which a quorum is present and upon a simple majority vote of approval, a subsequent meeting of the general membership upon a two-thirds (2/3) majority vote of approval (provided that proposed changes be announced to the membership at a previous general membership meeting or by club-sponsored media), and upon approval of the Approving Authority.

Section B. Once approved, these Bylaws shall supersede all previous Bylaws and amendments except that it shall not affect Officers elected or specific agreements and contracts entered into under the terms of the previous Bylaws until such terms of agreements or contracts have reached their expiration date.

Section C. These Bylaws were approved by the General Board on 13 April 2017 and by the general membership on 19 April 2017. In witness thereof, the following officers affix their signature.

ARTICLE XV – Dissolution

See Article XIII of the ASCC Constitution.

Irene Sherman ///ORIGINAL SIGNED///

_____, ASCC President, Board Year 2016-2017

Kristin Jones ///ORIGINAL SIGNED///

_____, ASCC Honorary President, Board Year 2016-2017

Kelly Sperber ///ORIGINAL SIGNED///

_____, ASCC Secretary, Board Year 2016-2017

Kristen Castana ///ORIGINAL SIGNED///

_____, ASCC Parliamentarian, Board Year 2016-2017

APPENDIX

Definitions:

Audit: An official examination, verification, and correction of account books that shows the financial status of a Private Organization. (AR 210-22, AER 210-22)

Biennially: Every two years

Qualified Auditor: An auditor, public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction. (AR 210-22, AER 210-22)

Standard Operating Procedure (SOP): Includes duties from Bylaws, job description, and procedures for performing the duties of the position.